



## Animal Control Supervisor

**Department:** Police

**EEO Code:** 24

**Class Code:** 2113

**FLSA:** N

**Effective:** 01/03/1992

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### **GENERAL STATEMENT OF DUTIES:**

Under direction; performs work of considerable difficulty in supervising personnel engaged in the County's animal control program including the investigation and disposition of complaints and the operation of the animal shelter; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Supervises the animal control program, assigning, overseeing and reviewing the work of field and kennel personnel; ensures that coverage is maintained, that complaints are investigated, and that all procedures are carried out in accordance with the controlling regulations; participates as necessary in the more sensitive and unusual cases; assigns control officers to geographical work areas; creates and revises beat structure; inspects workers for proper attire; coordinates activities with Health Department, State Game Commission and other agencies; serves on various committees; conducts decapitation procedures for rabies exams; advises public and workers of provisions and applications of laws; interviews and recommends hiring and firing of employees; conducts performance appraisals; inspects kennels to ensure that impounded animals are properly treated; meets with inspection parties and with others interested in the program; educates the public on animal control laws and on basic animal care; administers and prepares the budget for the animal control program; supervises the ordering of supplies and materials; ensures that proper records and reports are prepared; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Considerable knowledge of the practices, procedures, and equipment used in an animal control program; considerable knowledge of the laws and ordinances governing animal protection and control; considerable knowledge of the care and characteristics of domestic animals; good knowledge of OSHA standards; good knowledge of the basic practices and principles of effective supervision. Considerable skill in organizing and controlling the animal control program; considerable skill in planning, assigning and supervising the work of field and shelter personnel; considerable skill in establishing and maintaining effective working relationships with subordinates, officials of other agencies, and the public; considerable skill in communicating effectively, orally and in writing.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Completion of core curriculum for a high school diploma and three years experience in animal control work; or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

Valid vehicle operator's license.

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| <p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p> |
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